



December 2023

# NEWSLETTER



Fancy earning an extra £100? Refer a friend to Careline and once they have complete their first shift, we will pay £100 directly into your bank account on pay day! Please call the office if you would like some more information.

With 2023 coming to an end, we wanted to take the time to say thank you for all your hard work. We know that without our amazing team of hard working professional care and nursery staff, we wouldn't be able to support our clients the way we do. We wish you and your family season's greetings and we very much look forward to working with you in 2023.

**CHRISTMAS PAY DAY**

Pay day in December will be

**Friday 22nd December**

All timesheets **MUST** be received by **12noon on Friday 15th December** so that they can be processed in time

**Gifts & cards policy**

Please make sure you are clear about our gifts policy. As a general rule, you must not send or accept any gifts to or from service users. If you are offered a gift with low monetary value, accept the gift and please let us know. As an agency, we deem that it is totally acceptable to give and receive cards including, Christmas and any other occasion. If you're unsure about any specific circumstances, please do not hesitate to tact us for clarification!

### Staff of the Month

**Caroline Gobert-Jones**



### Vacancies

We currently have the following vacancies:

- Nursery Staff:** Qualified and Unqualified to work with nurseries and pre-schools
- Support Workers:** to work with our 1:1 service users. We have a wide variety of service users looking for 1:1 support including children and adults
- Care Workers:** to provide temporary cover to care homes and residential services for elderly service users, adults with learning disabilities and children's services.

Contact the office on 0118 9585858 for further information.



**Opening Hours**  
**Monday to Friday 8am to 5pm**  
**Saturday 8am-4pm**  
**Sunday 8am-4pm**  
**Bank Holidays 10am to 4pm**

**Self-care tips on how to navigate SAD**  
(Seasonal affective disorder)

Set a time to see and catch up with friends or family. It can be easy to isolate yourself, especially when it's cold and dark outside. But having plans and connecting with other humans is good for your mental health!

get in bed earlier so that you can prioritize sleep and wake up as the sun rises. This will help you maximize the amount of time you spend in the sunlight.

open the curtains and let some light into your space. If you don't have many windows, consider investing in a light box. Light box therapy is a popular and often very effective way to cope with mid seasonal affective disorder. They're effective because they mimic the sun's rays.

Go for a walk and get that vitamin D! No matter how cold it gets, try to find a time to bundle up and spend time outside, even just to mow a dog makes a difference. Don't forget to drink something warm when you come home.

move your body and exercise. Moving your body impacts your mood and energy levels. Find the type of movement that feels good for you. (Dancing to your favorite song totally counts!)

welcome the changing season and respond with intentional choices that promote your preferred self and empower you to keep going and growing through it all.

Remember that this is temporary and THIS TOO SHALL PASS!

**Careskills ACADEMY**

Careskills Academy is migrating to a new online platform from Monday 4th December for 2 weeks. During this 2 week period, you will not be able to access the site to complete any training. Please ensure any outstanding training is complete on Friday 1st December by Midday or it will be lost and the course will need to be retaken.

In the interim, we will be using Social Care TV to continue to update any expiring training. Should you be assigned any training you will be contacted by the office via text or call.

**SOCIAL CARE TV ONLINE TRAINING**